

State of New Hampshire Job Posting

NH Liquor Commission

Administration Division

US:NH:CONCORD

Part Time Accounting Technician

Labor grade: 12

Position # TMPPT5228 Part-Time

\$14.74 per hour

Closes: April 27, 2016

**Must submit a State application to be considered for a position with the
State of NH**

Summary:

Provide support to the Accounts Payable group through processing invoices, extracting data, generating reports, maintaining contract reconciliations, and various accounting and clerical duties.

Responsibilities:

Maintains and updates accurate records of daily operational financial transactions such as liquor store supplies, travel, and other expenditures

Reviews state contracts to ensure compliance with purchasing rules.

Communicates with vendors and other state agencies regarding state projects and contract funds.

Calculates and processes bills, including balancing and auditing invoices, scanning, and uploading files to the Shared Service Center

Compiles financial reports, including maintaining and organizing accounting information and establishes audit and contact files.

Reconciles accounting data and computations for agency records.

Assists with transfer of funds to meet the needs of special projects, including preparing expenditure reports and establishing contract fund encumbrances.

Collects, analyzes and presents a variety of accounting data using MS add-ins, to include queries & uploads

Expedites delinquent account receivables

Serves as back-up and provides clerical support to the Buyer and Accounts Payable staff.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in accounting or business management, or completion of two years of college with a minimum of six semester hours in accounting. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in bookkeeping or accounting work. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

Employees may be required to pay an agency/union fee.

In addition, applicants will be subject to a criminal background and reference check.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact : Cathy Thornton, Human Resources Technician at (603) 230-7052 hr@liquor.state.nh.us or fax to 603-271-3752
<http://www.nh.gov/liquor/liquorjobapp.docx>